

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
December 14, 2009**

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 7
December 14, 2009

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees by State Law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACK-UP INFORMATION

Board Resolution
Personnel Actions Confirmation Report

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Bokor

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **09-11-111**
Adopted on: **12/14/09**

Agenda Item Number: 7
December 14, 2009

Subject: Personnel Actions Confirmation

WHEREAS, by State Law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including November 1, 2009, to and including November 30, 2009; and

WHEREAS, the Interim President of the College recommends that the Board adopt the following resolution; now therefore be it

Resolved, that the Board of Trustees accepts the attached report and confirms the action of the President.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including November 1, 2009, to and Including November 30, 2009

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
11/09/2009	Carter, Claud L	Network Engineering Specialist	K	Office of Info Tech
11/23/2009	Friday, Linda M	Instructional Associate	J	Health Sciences
11/09/2009	Gessesse, Elizabeth	Accountant	K	Finance Financial Reporting
11/23/2009	Keller, Nurys A	Building Service Worker	A	Facilities Maintenance RV
11/09/2009	Moy, Christopher T	Director, ADA Compliance	N	VP Academic & Student Svcs
11/09/2009	Preston, Robert M	Dir of Finance Report Oper	O	Finance Office
11/09/2009	Rivera, Jason	Learning Center Director	K	Arts/Humanities/SocialSciences
11/23/2009	Suchak, Sanjay M	Photographer	I	Inst Adv Media/Pub Relations
11/23/2009	Wingate, Joseph V	Office Assistant	D	Facilities Security - TP/SS

STAFF SEPARATIONS

11/30/2009	El Muwaqqat, Mohamed A	Student Web Specialist	J	Admissions & Records RV
11/30/2009	Harris, Leroy ¹	Gen Maintenance Wkr	C	Facilities Operations - RV
11/13/2009	N'kodia, Kizi C	Purchasing Card Coord	G	Procurement Office
11/30/2009	Thom, Susan J ¹	WD & CE Prog Asst	F	Continuing Education GT
11/11/2009	Wilson, James E ²	Blg Service Worker	A	Facilities Maintenance TP/SS

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	1	1	0	0	3
Male	3	1	1	1	0	6
TOTAL	4	2	2	1	0	9

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	1	0	0	0	2
Male	1	2	0	0	0	3
TOTAL	2	3	0	0	0	5

¹Retirement

²Deceased

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

<u>Date</u>	<u>Name</u>	<u>Position Title</u>	<u>Location</u>
11/30/2009	Findikoglu, Zeki ¹	Professor	Humanities/Soc Sci/Educ GT
11/18/2009	Norris, Alice A ²	Professor	Communication Arts Technology
11/30/2009	O'Brien, James T ¹	Professor	Physics/Eng/Geoscience RV

FACULTY SEPARATIONS: Ethnicity and Gender

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian</u>	<u>American Indian</u>	<u>TOTAL</u>
Female	1	0	0	0	0	1
Male	1	0	0	1	0	2
TOTAL	2	0	0	1	0	3

¹Retirement

²Deceased

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 8
December 14, 2009

**AWARD OF CONTRACT, TALENT MANAGEMENT SYSTEM,
BID NO. 510-001**

BACKGROUND

The Office of Human Resources (OHR) provides a comprehensive program of personnel services and has responsibility for recruitment of the entire workforce, classification, benefits, risk management, wellness, employee engagement, systems and payroll administration, and professional development and training.

In 2001, the Board of Trustees approved an award of contract for the purchase of a web-based recruitment information management system to Alexis International. Subsequently in 2004, Alexis filed for bankruptcy and; therefore, the Board approved an emergency contract award to Taleo/Vurv Technology (*formerly Recruitmax Software, Inc.*) for a total price of \$540,000 with an annual maintenance fee of \$170,000. At its September 2009 meeting, the Board of Trustees approved an extension of the current contract to accommodate the time needed to procure a talent management system, since the system will no longer be supported after March 31, 2010.

After assessment of the College's human resources immediate and future needs and the current recruitment information management system, staff determined that a comprehensive talent management system was needed to integrate and align the unique talents of staff with the organization goals and values through the life cycle of the employees. The Chief Human Resources Officer has requested a contract award for the purchase of a talent management system to replace the recruitment management system. A complete talent management system integrates and aligns the unique talents of staff with the organizational goals and values, and consists of five key solutions: (1) recruitment management; (2) performance management; (3) workforce succession planning; (4) compensation planning; and (5) learning management. The five solutions are described below:

Recruitment Management: The College will have the ability to screen candidates and identify qualified candidates online. The status of the recruitment process can also be accessed by the College and applicant.

Performance Management: The performance management system will have the capability for all employee groups to do appraisals online. Metrics and reporting can be done based on a variety of employee data.

Workforce Succession Planning: The succession planning system will assist the College in meeting strategic needs in the way of talent over the long term.

Compensation Planning: The compensation planning system will provide for automation of the classification and compensation process.

Learning Management. The system will track and maintain records of the employees training activities. System administrators can manage registrations, withdrawals, waiting lists, cancellations, bulk enrollments, instructor assignments and resources bookings from a central interface.

A request for proposal was issued for the purchase of a talent management system of all five solutions mentioned above. Ten (10) responses including one (1) no bid response, were received on July 28, 2009. A committee consisting of the Office of Human Resources staff evaluated and ranked the proposals based on established criteria. The evaluation process was a three-step process. First, all of the responses were reviewed for meeting mandatory requirements. Five (5) responses were deemed nonresponsive since they did not meet the mandatory requirements. Second, of those remaining, technical written proposals were evaluated and ranked to determine a short list for interviews. Two firms were not qualified to be interviewed. Finally, interviews including product demonstrations were held with the top two shortlisted firms and their price proposals were then opened and evaluated.

During the evaluation, staff determined that only 3 of the 5 talent management solutions should be awarded at this time: recruitment management, performance management, and workforce succession planning, due to the fiscal situation. The two (2) highest ranked vendors were then asked to revise their original pricing for the 3 modules. As a result, Taleo Corporation, Dublin, California, reduced their price by 46% for the 3 identified solutions.

Taleo Corporation, Dublin, California, is therefore, the highest ranked responsible vendor offering the lowest price for the 3 solutions and meets College requirements. Affirmative responses were received about their past performance. Several educational institutions have implemented Taleo's talent management system solutions (Cornell University, Montgomery County Public Schools, and Purdue University). The total contract price for the purchase, hosting and implementation fees for the 3 talent management system solutions is \$682,180, of which \$288,436 will be expended in FY2010, plus a not-to-exceed amount of \$200,000 for additional consulting services. The subsequent annual maintenance price is \$98,346 for the remaining term of the contract. The contract term will be for a five-year term. Funding is available in the FY2010 Capital Budget for this purpose. Board approval is required for competitive sealed proposals valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract to Taleo Corporation, Dublin, California, for the purchase, hosting, and implementation fees for a talent management system consisting of recruitment management; performance management, and workforce succession planning, for a five-year contract term, beginning November 30, 2009, for a total contract price of \$682,180, of which \$288,436 will be expended in FY2010, plus a not-to-exceed amount of \$200,000 for additional consulting services. The annual maintenance fee will be \$98,346 for the remaining term.

BACK-UP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidder's List (Board Members Only)

RESOURCE PERSONS

Ms. V. Lawyer
Mr. T. Sheeran
Dr. J. Wormack

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **09-11-112**
Adopted on: **12/14/09**

Agenda Item Number: 8
December 14, 2009

**Subject: Award of Contract, Talent Management System, Office of Human Resources,
Bid No. 510-001**

WHEREAS, the Chief Human Resources Officer has requested a contract award for the purchase of a talent management system to meet the organizational goals and values and to attract talented and qualified individuals; and

WHEREAS, the current recruitment management system will no longer be supported after March 31, 2010; and

WHEREAS, the Director of Procurement affirms that specifications were developed by appropriate College staff; and the Chief Business Officer certifies that funds are available in the FY2010 Capital Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Annotated Section, 16-311(c), an invitation to bid was publicly advertised in a County newspaper on July 10, 2009, and posted to the College, County, and State procurement websites; downloaded from the Internet by seventy-seven (77) vendors; ten (10) responses including one (1) no bid, were received, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on July 28, 2009; and five responses were deemed non-responsive; and

WHEREAS, during the evaluation, staff determined that only 3 of the 5 talent management solutions should be awarded at this time: recruitment management, performance management, and workforce succession planning, due to the fiscal situation; and

WHEREAS, upon final evaluation, it was determined that the bid submitted by Taleo Corporation, Dublin, California, meets all College requirements; and is therefore the highest evaluated responsible bidder; and

WHEREAS, Board of Trustees approval is required for contracts resulting from competitive sealed proposals valued above \$25,000; and

WHEREAS, the Interim President of the College recommends the following action; now therefore be it

Resolved, That a contract be awarded to Taleo Corporation, Dublin, California, for the purchase, hosting and implementation of a talent management system consisting of recruitment management, performance management, and workforce succession planning, for a total contract price of \$682,180, of which \$288,436 will be expended in FY2010, plus a not-to-exceed amount of \$200,000 for additional consulting services, for a five-year term, beginning November 30, 2009, provided service is satisfactory, funding is available and it is in the best interest of the College. The annual maintenance fee is \$98,346 for the remaining term.

HP:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 9
December 14, 2009

**SOLE SOURCE AWARD OF CONTRACT
SITE FURNISHINGS FOR ROCKVILLE CAMPUS**

BACKGROUND

Through a competitive selection process in 2006, Slater Associates, Inc., Columbia, Maryland, was selected as the College's principal designer for landscape improvements throughout the College. Slater was first tasked to conduct an analysis of existing site conditions on the Rockville Campus. This analysis included examining the causes of the failed sidewalk and utility vault lid system; assessing the condition of existing trees, shrubs and flowers; evaluating various types of site furniture including seating and trash/recycling containers; and, finally, analyzing existing exterior lighting. This analysis led to Slater's second major project: to provide recommendations and conceptual designs for a coherent and unified landscape master plan for the Rockville Campus. These conceptual recommendations, after review by Facilities staff, were shared with the Campus leadership and ultimately the Rockville Campus community. As a result of the overwhelmingly positive response from the Campus, Slater designed a number of significant improvements to the Campus grounds.

In a concerted effort over the past three years, through a variety of funding sources, the College has replaced sidewalks; created outdoor student gathering spaces; improved the appearance, health, and sustainability of the trees, shrubs and vegetation; and improved lighting levels on the Rockville Campus. The result has been a tremendous success.

One of the inherent tasks in developing the Rockville Campus landscape master plan was to develop a unified look by establishing standards for lighting, vegetation, bike racks, trash/recycling containers and outdoor seating. Slater presented a number of options which were shared with the Campus leadership. As a result of this process, items were selected from Landscape Forms, Inc., Detroit, Michigan, that were able to withstand abuse, had low maintenance, and were aesthetically appealing. After various smaller pilot projects, these items have been accepted as the Rockville Campus (and College) standard and have been installed incrementally on the campuses or incorporated into larger construction projects.

The wire mesh design of the Landscape Forms site furniture has several advantages. It does not use wood or composite material which are subject to rot. It is less prone to vandalism because it provides less surface area for vandals to mark up. It looks light weight and blends in well with surrounding landscape because it is a mesh instead of solid surface. And lastly, the wire mesh seating is quicker to dry after rain and is easy to hose down to remove soil. With 17,000 students on the Rockville Campus, it is a challenge to provide enough places for the students to safely congregate without blocking ramps and stairs during peak times. Additional seating areas have been provided around Campus and convenient placement of trash and recycling containers has helped to keep litter to a minimum and increase the collegewide

percentage of recycled materials due to point of use sorting. Finally, installation of bike racks improves the sustainability of campus design and is now required by Federal, State and local governmental agencies and is required for LEED certification of our larger projects.

The current sole source purchase request for site furnishings from Landscape Forms Inc., at a total cost of \$68,970, includes standardized bike racks, seating, and trash/recycling containers for the newly renovated outdoor areas around the Campus Center, Theatre Arts, Student Services, and Computer Science buildings on the Rockville Campus. Spending these funds will improve the quality of life for our students on the College's most congested campus, provide more opportunities for student interaction in an attractive setting and make the Campus a more welcoming and greener place. One of the stated goals of the landscape master plan is to provide open spaces with proper furnishings to promote their use as small student study group gathering spaces. The effectiveness of this goal was successfully demonstrated by the pilot project outside the Marriott Center at the east end of Campus Center building.

These standardized site furnishings are also a part of the Rockville Campus Science Center project and the planned Science East and Science West building renovation projects. The trash receptacles can be found in many locations including at the Mannakee Building. At the other campuses, the standard site furnishings have been installed at the TP/SS Commons Building as a part of that renovation project and will be a part of the Germantown Bioscience Education Center project.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract, on a sole source basis, to provide standardized site furnishings for the areas around the Campus Center, Theatre Arts, Student Services, and the Computer Science buildings on the Rockville Campus to Landscape Forms, Inc., Detroit, Michigan, on a sole source basis, at a total cost of \$68,970.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Dr. Wormack

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **09-11-113**
Adopted on: **12/14/09**

Agenda Item Number: 9
December 14, 2009

**Subject: Sole Source Award of Contract to Provide Site Furnishings for the
Rockville Campus**

WHEREAS, the Associate Vice President for College Facilities has requested standardized site furnishings for the campuses in order to create a unified look that incorporates lighting, vegetation, bike racks, trash/recycling containers and outdoor seating to complement the sidewalk replacements and student gathering spaces that have been created over the past few years as a part of an overall landscape master planning and site improvements project; and

WHEREAS, in order to complete and complement the various site improvements, a standard for site furnishings was developed by Slater Associates, the landscape architect appointed by the College under Bid #606-008 and Board Resolution #06-03-29 approved on March 21, 2006; which was extended until June 30, 2010, by Board Resolution #09-09-094 on September 22, 2009; and

WHEREAS, the Campus Vice President and Provosts, in conjunction with Campus Facilities and Central Facilities staff, endorsed the selection of site furnishings manufactured by Landscape Forms Inc., Detroit, Michigan, due to the furnishings ability to withstand high use, withstand abuse, reduce surface area for graffiti, as well as its low maintenance aspects, and aesthetic appeal; and

WHEREAS, after several small pilot installations over the past few years, the Rockville Campus is ready for a major purchase of these site furnishings to support site improvements made in the areas around the Campus Center, Theatre Arts, Student Services, and Computer Science buildings; and

WHEREAS, the site furnishing will provide much needed outdoor seating for the congested Rockville Campus, increase the number of bike racks, support recycling efforts, reduce littering and promote student small group interaction and create a better impression for new and prospective students and visitors to the campus; and

WHEREAS, the Director of Procurement affirms that a sole source procurement is justified since no other vendor can provide the product; and the Chief Business Officer certifies that sufficient funds are available in the FY2010 Operating Budget for this purpose as a part of funds specifically set aside for furniture and equipment for instructional and student support purposes; and

WHEREAS, this purchase is consistent with the FY2010 College Budget Savings Plan which limits spending to furniture and equipment for key instructional or academic purposes and this purchase is approved by the Senior Vice President for Administrative and Fiscal Services and the Interim Senior Vice President for Academic and Student Services; and

WHEREAS, Board Policy states that the formal bidding process may be dispensed with in the event of a sole source procurement; and

WHEREAS, sole source procurement contracts valued above \$25,000 require Board approval;
and

WHEREAS, the Interim President of the College recommends the following action, now
therefore be it

Resolved, That a contract be awarded to provide standardized site furnishing for Rockville
Campus, on a sole source basis, for the areas around the Campus Center, Theatre Arts,
Student Services and Computer Science buildings to Landscape Forms, Inc., Detroit, Michigan,
at a total cost of \$68,970.

HP:abg